Class Recording Policies

Video Conference Class Recordings

Video conference courses are set to automatically record. When video conference courses are recorded, the video, audio, and chat text are recorded in the Zoom cloud. Class recordings can be accessed through the Zoom tool link in your Canvas course menu.

IMPORTANT: Video conference class recordings constitute protected educational records and therefore require student privacy and FERPA compliance.

FERPA Compliance

Please visit Notification of Student Rights Under FERPA for Family Educational Rights and Privacy Act (FERPA) Information.

If a recording includes only the instructor, it is not a student record and FERPA does not limit its use. If the recording includes students (including TAs) asking questions, making presentations, or leading a class, and it is possible to identify the student, then it does constitute protected educational records and requires FERPA compliance.

Note the following restrictions for recordings that require FERPA compliance.

• Recordings cannot be downloaded by students.
• Recordings cannot be shared outside of the originating course.

Retention Policies

Class recordings will remain available through the timeframe indicated in the retention policies below. Throughout this timeframe, students can continue to access class recordings through the Canvas course space.

Zoom Recordings

Zoom Cloud Recording and Chat Retention Policies

Panopto Recordings

Panopto Archive and Permanent Deletion

Related articles

• Zoom - HIPAA Changes and FAQ
• Zoom - What does invalid Meeting ID mean?
• Email - How to Add, Manage, and Remove Delegates in Outlook for Mac
• Email - How to Add a New Email Account to Outlook for Windows
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